

DEPARTMENT OF EDUCATION OF PORTO RICO
Office of the Commissioner
San Juan

Circular Letter No. 286
February 27, 1906.

To Superintendents,

Gentlemen:-

There is being sent to each of you, under separate cover, a supply of School Census blanks for graded schools, a supply of rural schools and a number of tally sheets. The blanks for graded schools are to be used in addition for night, high, and industrial schools, and the rural school blanks for agricultural schools. A report should be made out for each school register. In the cases of special schools the word "Graded" or "Rural" at the head of the report sheet should be crossed out and "Night", "High", "Industrial" or "Agricultural" substituted.

When the reports have been received from all the schools in the district, the superintendent should take all the rural reports of one municipality and read aloud the figures given for the boys enrolled under each grade and age group in these schools, while another person enters the total in small figures in the appropriate spaces of one of the tally sheets furnished. The person who does this work should be selected for his or her known care and accuracy, and each superintendent who has no assistant is authorized to utilize one of his teachers for this work, and the teacher so assigned should not be reported as absent. It ought not be necessary to take a teacher from regular school work for more than one day. When all the totals for all the boys enrolled in the rural schools of the municipality have been entered in the appropriate spaces of the tally sheet, these in each space should be added and the resulting total entered on the rural school report sheet marked "Superintendent's Reports" for that municipality. In a similar way the figures for the girls of the same schools should be found and entered in the lower part of the same "Superintendent's Report". A separate report must be made out for the rural schools of each municipality.

After all the reports on the rural schools have been made those for the graded schools should be made in a similar way, of course where there are eight grades in a town it will be necessary to use three sheets for the final Superintendent's Report, as each sheet has spaces for three grades only. A separate record is to be made on the night schools of each municipality on the graded blanks, and care must be taken to substitute the word "Night" for "Graded" at the head of the sheet. In a similar way a separate report on the agricultural schools is to be made on the rural blanks. High and industrial schools are to be reported on the "Graded" blanks.

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Only the Superintendent's Report sheets, which are in reality abstracts of the individual reports of the teachers, are to be forwarded to this office. The teachers report and tally sheets should be kept in the Superintendent's office until after the tabulation of the results of the census, so as to allow for reference in any case of suspected error.

You are urged to use the utmost care in all this work and to make every endeavor to have the final reports correct and to get them in promptly. Please do not hesitate to inquire at once by letter or by wire as to any point on which you are doubtful.

Very respectfully,

*(Signed) Roland P. Falkner
Commissioner of Education*

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